

BOARD OF EXAMINERS OF LONG TERM CARE ADMINISTRATORS
PROPOSED AMENDMENTS TO REGULATIONS

Section 1. Chapter 654 of NAC is hereby amended by adding thereto:
“Administrator of a Residential Facility for Groups” defined. (NRS 654.015, 654.110(1) and 654.155)

“Administrator of a Residential Facility for Groups” means the person who is listed on the license of a residential facility for groups as the Administrator of Record and who manages, supervises and is in general administrative charge of a residential facility for groups who is responsible for compliance with NRS Chapter 449 and [NAC 449.156](#) to [449.2766](#), inclusive, and the oversight and direction for the members of the staff of the facility as necessary to ensure that residents receive needed services and protective supervision.

Sec. 2. NAC 654.112 is hereby amended to read as follows:

NAC 654.112 Nursing facility administrator: Requirements for renewal of license; fee; use of title. ([NRS 654.110](#), [654.150](#), [654.170](#))

1. A nursing facility administrator may renew his license by submitting to the board:

- (a) An application for the renewal of the license;
- (b) A renewal fee of \$250;
- (c) Evidence satisfactory to the board that during the 2 years immediately preceding the application for renewal, he has completed the requirements for continuing education set forth in subsection 2 of [NAC 654.130](#); and
- (d) If applicable, the information required pursuant to subsection 2.

2. Every 4 years a nursing facility administrator who wishes to renew his license pursuant to this section must submit to the board a complete set of fingerprints and written permission authorizing the board or its designee to forward the fingerprints to the central repository for Nevada records of criminal history for submission to the Federal Bureau of Investigation for its report.

3. Only a person who has qualified as a licensed nursing facility administrator and who holds a license for the current licensing period may use the title “Nursing Facility Administrator,” and may use the abbreviation “N.F.A.” after his name. No other person may use or be designated by such a title or abbreviation or any other words, letters, sign, card or device tending to or intended to indicate that the person is a licensed nursing facility administrator.

4. If a licensee fails to timely renew his license, his license automatically expires and no longer exists. There is no grace period. To reinstate such a license, the licensee must comply with the requirements of NRS 654.100 and NRS 654.110 by submitting an application and passing the requisite examination pursuant to NAC 654.140.

Sec. 3. NAC 654.152 is hereby amended to read as follows:

NAC 654.152 Administrator of residential facility for groups: Application fee; application for renewal; renewal fee; continuing education; submission of fingerprints; approval of programs of study. ([NRS 654.110](#), [654.140](#), [654.170](#))

1. The fee for an application for a license as an administrator of a residential facility for groups is \$150. The fee accompanying the application is not refundable upon the withdrawal of an application.

2. Except as otherwise provided in [NAC 654.169](#), a licensee may renew his license by submitting to the board:

(a) An application for the renewal of his license;

(b) A renewal fee of \$250;

(c) Evidence satisfactory to the board that he has completed 16 hours of continuing education or has completed 16 continuing education units in a program accredited pursuant to subsection 5, or a combination of both, in the 2 years immediately preceding his application for renewal; and

(d) If applicable, the information required pursuant to subsection 3.

3. Every 4 years an administrator of a residential facility for groups who wishes to renew his license pursuant to this section must submit to the board a complete set of fingerprints and written permission authorizing the board or its designee to forward the fingerprints to the central repository for Nevada records of criminal history for submission to the Federal Bureau of Investigation for its report.

4. If a licensee fails to timely renew his license, his license automatically expires and no longer exists. There is no grace period. To reinstate such a license, the licensee must comply with the requirements of NRS 654.155 by submitting an application and passing the requisite examination pursuant to NAC 654.162.

[4.]5. A program of study for continuing education must be approved by the board. A program of study is deemed approved by the board if the program is offered by:

- (a) The board;
- (b) The American Hospital Association;
- (c) The Nevada Geriatric Education Center;

(d) *The University and Community College System of Nevada;*

~~(e) The University and Community College System of Nevada~~

(e) *Any agency of the State of Nevada;*

~~—(f) any agency of the State of Nevada~~

(f) *The American Nurses Association; or*

~~—(f) The American Nurses Association; or~~

(g) The National Association of Boards of Examiners for Long Term Care Administrators,
unless the board determines that the content of the program is not relevant or appropriate to the administration, supervision and management of a residential facility for groups or that the program does not grant a number of educational credits which corresponds to the number of classroom hours that the program requires.

[5] 6. The board will accredit programs for continuing education units for organizations, groups or persons sponsoring educational programs which meet certain criteria as the board may prescribe. Special forms for requesting approval must be used and are available from the office of the board. Topics for programs for continuing education units may include, without limitation:

- (a) The administration of residential facilities for groups;
- (b) The clinical management of residential facilities for groups;
- (c) The human resource management of residential facilities for groups;
- (g) The financial management of residential facilities for groups;
- (e) Environmental services; and

(f) Psychosocial care.

[6]7. A person who wishes to receive credit for continuing education received in a program which has not been approved pursuant to subsection 4 or accredited pursuant to subsection 5 must submit a request for accreditation of continuing education units to the board before the board will award credit for the continuing education. A request made pursuant to this subsection must be submitted on a special form available from the office of the board.

Sec. 4. NAC 654.168 is hereby amended to read as follows:

NAC 654.168 Nursing facility administrator and administrator of residential facility for groups: ~~[Time for completion of application;]~~ provisional licensure; transfer of license to inactive status; fee. ([NRS 654.110](#))

~~— 1. An application for a license as a nursing facility administrator or an administrator of a residential facility for groups must be complete with all required documentation not less than 30 days before the date of the examination for licensure. The board will notify the applicant of the time and place of the examination at least 10 days before the examination. [Repealed]~~

1. The board may issue a provisional license to an applicant ***pending receipt of the Federal Bureau of Investigation criminal background report provided the applicant meets all other licensing requirements*** ~~[for good cause shown and if the applicant has submitted to take the examination. Except as otherwise provided in subsection 3,]~~ The provisional license expires 90 days after the date it is issued and is renewable at the discretion of the board.

~~[3. If the applicant fails the examination or does not submit a complete application within 90 days:~~

~~(a) The provisional license automatically expires; and~~

~~(b) The applicant must reapply for a license and pay the required fee for licensure again to obtain a permanent license.]~~

~~[4.]~~ **2.** Upon the written request of a nursing facility administrator or an administrator of a residential facility for groups who is in good standing, the board will transfer the status of his license to inactive for a time not to exceed 2 years. A licensee whose license is on inactive status shall pay a fee of \$50 per year. Upon written request and approval by the board, a licensee whose license is on inactive status may transfer his license to active status if the licensee meets the requirements of continuing education and pays the fees for an active license.

Sec. 5. NAC 654.190 is hereby amended to read as follows:

NAC 654.190 Nursing facility administrator and administrator of residential facility for groups: Display of license and certificate of registration. ([NRS 654.110](#)) Each person licensed as a nursing facility

administrator or an administrator of a residential facility for groups shall display his original license [~~and certificate of registration~~] in a conspicuous **public** place **at the facility** [~~in his office or place of business or employment.~~] **for which he is the administrator of record.**

Sec. 6. NAC 654.210 is hereby amended to read as follows:

NAC 654.210 Grounds for disciplinary action ([NRS 654.110](#)) In addition to the reasons set forth in [NRS 654.190](#), the board may bring disciplinary action against a [~~licensee~~] **licensee** or deny the issuance of or refuse to renew a license as a nursing facility administrator or an administrator of a residential facility for groups if, after notice and hearing, the board finds that the applicant or licensee:

1. Is guilty of fraud or deceit in procuring or attempting to procure a license pursuant to this chapter.

2. Is guilty of unprofessional conduct, including, without limitation:

- (a) Providing services to a patient or resident which the applicant or licensee is not capable of providing with reasonable skill and safety because of his use of alcohol or drugs, or because of lack of adequate training, skill or knowledge;
- (b) Gross or repeated negligence in providing services;
- (c) Willful noncompliance with any order of the board or any other enforcement authority;
- (d) Conviction for violation of any federal or state law or regulation governing the prescription, possession, distribution or use of a controlled substance or any dangerous drug as defined in [chapter 454 of NRS](#), within the past 7 years;
- (e) Failure to notify the board of the loss of a license issued by the bureau of licensure and certification of the health division of the department of human resources;
- (f) Paying or giving, or causing to be paid or given, a commission or other valuable consideration for the solicitation or procurement of a patient or resident if the source and amount of the commission was not fully disclosed, both verbally and in writing, to the patient or resident, his family or his agent;
- (g) Referring a patient or resident to a facility in which the applicant or licensee is employed or otherwise has an interest if the employment or interest was not disclosed, both verbally and in writing, to the patient or resident, his family or his agent by the applicant or licensee or his representative;

- (h) Engaging in fraudulent, misleading or deceptive advertising;
- (i) Receiving a conviction in any jurisdiction for a felony or for any offense involving moral turpitude, including, without limitation:
 - (1) Murder, voluntary manslaughter or mayhem;
 - (2) Assault with intent to kill or to commit sexual assault or mayhem;
 - (3) Sexual assault, statutory sexual seduction, incest, lewdness, indecent exposure or any other sexually related crime;
 - (4) Abuse or neglect of a child or contributory delinquency;
 - (5) A violation of any provision of [NRS 200.50955](#) or [200.5099](#);
 - (6) Any offense involving fraud, theft, embezzlement, burglary, robbery, fraudulent conversion or misappropriation of property, within the immediately preceding 7 years;
 - (7) Any other felony involving the use of a firearm or other deadly weapon, within the immediately preceding 7 years;
- (j) Receiving a conviction in any jurisdiction for:
 - (1) Any offense which is substantially related to the practice of an administrator; or
 - (2) Any offense for driving under the influence of intoxicating liquor or a controlled substance;
- (k) Failing to protect the privacy of a resident or patient;
- (l) Violating the confidentiality of a resident or patient;
- (m) Failing to maintain records as required by law;
- (n) Falsifying or altering the records of a resident or patient;
- (o) Failing to protect a resident or patient from the incompetent, abusive or illegal practice of any person;
- (p) Engaging in sexual contact with a resident or patient;
- (q) Engaging in conduct which endangers the safety of the general public, patients, residents, clients or employees by making actual or implied threats of violence or carrying out such threats;
- (r) Abusing, exploiting, isolating or neglecting a resident or patient as defined in [NRS 200.5092](#); or

(s) Willfully or repeatedly violating the provisions of this chapter.

3. Has a record of any disciplinary, civil or criminal action taken against him that has been reported to or is required pursuant to the law of any jurisdiction to be reported to the Healthcare Integrity and Protection Data Bank maintained by the Health Resources and Services Administration of the United States Department of Health and Human Services which the board determines is contrary to the qualifications of an applicant or licensee.

Sec. 7. NAC 654.220 is hereby amended to read as follows:

NAC 654.220 Complaints: Filing; investigation; formal hearing; service of notice; disciplinary action or dismissal of charges; report of discipline imposed. ([NRS 654.110](#))

1. Any person who becomes aware that a person licensed pursuant to the provisions of [chapter 654 of NRS](#) is engaged in conduct which constitutes grounds for disciplinary action may file a complaint with the board. The complaint must be in writing and signed by the complainant.

2. The board will permit the licensee to provide proof satisfactory to the board that he was not engaged in conduct which is grounds for disciplinary action.

3. A member of the board, or a committee appointed by the board to review cases, will review each complaint and conduct an investigation to determine whether there is a reasonable basis for the complaint. A member of the board who participated in the investigation may not participate in the decision whether to take further action on the complaint following the investigation and may not participate in any subsequent hearing or action by the board relating to the complaint.

~~[7.]~~ **4.** If a member of the board, or a committee appointed by the board to review cases, decides to proceed with disciplinary action, the member of the board or committee will bring charges against the licensee. If charges are brought against the licensee, the board will:

(a) Set a time and place for a formal hearing;

(b) Serve a copy of the complaint upon the licensee by personal service not less than 10 business days before the hearing or by certified mail to the last known address of the licensee not less than 21 business days before the hearing; and

- (c) Conduct the hearing in compliance with the provisions of [chapter 233B of NRS](#).

5. If the board determines by a finding of substantial evidence that the licensee was engaged in conduct which is grounds for disciplinary action, it may order that the licensee:

- (a) Be placed on probation for a specified time with conditions that the board considers appropriate.
 - (b) Receive a public reprimand;
 - (c) Have restrictions placed on his practice, including, without limitation, prohibiting the licensee from transporting patients or residents by motor vehicle if the licensee has been convicted for any offense for driving under the influence of intoxicating liquor or a controlled substance.
 - (d) Receive a suspension for a specified time or until further order of the board.
 - (e) Have his license revoked.
 - (f) Participate in a substance abuse program.
- (e) Pay an administrative fine of not more than \$2,500.

6. If the board determines that the licensee was not engaged in conduct which is grounds for disciplinary action, the board will dismiss the charges in writing and notify the licensee that the charges have been dismissed.

7. If discipline is imposed against a licensee pursuant to this section, the board will report the disciplinary action to the Healthcare Integrity and Protection Data Bank maintained by the Health Resources and Services Administration of the United States Department of Health and Human Services or its successor.

Sec. 8. NAC 654.250 is hereby amended to read as follows:

NAC 654.250 Limitations on administration of multiple facilities; secondary administrator's license; fee; waiver. ([NRS 654.110](#))

1. Except as otherwise provided in subsection 6, a person licensed as a nursing facility administrator may not be the administrator of record of more than one nursing facility at the same time for more than 90 days in a calendar year.

2. Except as otherwise provided in subsections 3 and 6, a person licensed as an administrator of a residential facility for groups may be an administrator of

record for not more than 150 beds located in not more than five residential facilities for groups.

3. Effective June 1, 1998, if a person licensed as an administrator of a residential facility for groups operates more than one residential facility for groups, the administrator must:

- (a) Immediately notify the board that he is operating more than one residential facility for groups; and
- (b) Obtain a secondary administrator's license for each additional residential facility for groups that he is operating by paying a fee of \$25 for each license.

4. The board will label each secondary administrator's license issued pursuant to subsection 3 as an "A," "B," "C" or "D" license.

5. An administrator of a residential facility for groups who obtains a secondary administrator's license pursuant to subsection 3 shall surrender and return each secondary administrator's license to the board upon:

- (a) Relinquishing his responsibilities at the residential facility for groups for which the license was obtained; or;
- (b) The closure of the residential facility for groups for which the license was obtained.

6. Upon application to the board, a nursing facility administrator or an administrator of a residential facility for groups may, at the discretion of the board, receive a waiver for a specified period of time from the limitations imposed by this section.

7. As used in this section, "administrator of record" means the person named as the administrator of a nursing facility or a residential facility for groups on the license issued for the facility by the health division of the department of human resources.

8. Every licensee shall, within 15 days after changing his personal residence or facility at which the licensee is administrator of record, give written notice of the change to the board. Failure to comply with this provision may result in a disciplinary action and the imposition of a monetary fine up to \$2,500 pursuant to NRS 654.190.